

## Superfund Amendments and Reauthorization Act (SARA) Title III Emergency Response Plan Submittal Sheet

The off-site response plan, the SARA Title III Emergency Response Plan Submittal Sheet, and the completed SARA Title III Emergency Response Plan Completion Sheet must be submitted to the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) District Coordinator to begin the review process. Each plan must have a separate submittal sheet.

Note: Plans will NOT be returned to the Local Emergency Planning Committee (LEPC).

Use this form for **new plans** only, not for review.

LEPC Name		Facility Name	
Street Address	City	State	Zip Code
SARA ID Number from Department of Environment, Great Lakes, and Energy 302 List			
<p><b>NOTE: Plans submitted without a SARA ID Number will be returned by MSP/EMHSD.</b>          No exceptions will be made; the LEPC must obtain the facility number from the Department of Environment, Great Lakes, and Energy before submitting the plan to the MSP/EMHSD.</p>			
<b>Local Emergency Management Coordinator</b>			
This off-site response plan for the facility indicated is hereby submitted. The information contained within is consistent with the policy or policies contained by the jurisdiction's Emergency Operations Plan/Emergency Action Guidelines (EOP/EAG).			
Local Emergency Management Coordinator Signature		Signature Date	

The coordinator and the plan must be applicable to the emergency management program area in which the site is located.

<b>MSP/EMHSD District Coordinator</b>	
<input type="checkbox"/>	References in this plan and submittal sheet to information located in the Local Emergency Management Office EOP or EAG are accurate.
<input type="checkbox"/>	References to fire department identifies the fire department by name.
MSP/EMHSD District Coordinator Signature	Signature Date
<b>MSP/EMHSD Planner</b>	
The Michigan State Police, Emergency Management and Homeland Security Division finds this work product acceptable under SARA Title III planning requirements and eligible for Hazardous Material Emergency Planning grant funding (if applicable).	
MSP/EMHSD Planner Signature	Signature Date
Comments	

## **SARA TITLE III Required Plan Provisions 42 United States Code (USC) § 11003**

### **Subsection c:**

1. Identification of facilities subject to the requirements of 42 USC § 11001-11005 that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in 42 USC § 11002(a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of 42 USC § 11001-11005, such as hospitals or natural gas facilities.
2. Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
3. Designation of a community emergency coordinator and facility emergency coordinators who shall make determinations necessary to implement the plan.
4. Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to persons designated in the emergency plan, and to the public that a release has occurred (consistent with the emergency notification requirements of 42 USC § 11004).
5. Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
6. A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of 42 USC § 11001-11005, and an identification of the persons responsible for such equipment and facilities.
7. Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
8. Training programs, including schedules for training of local emergency response and medical personnel.
9. Methods and schedules for exercising the emergency plan.

**Review by the State Emergency Response Commission:** After completion of an emergency plan under the guidelines established in 42 USC § 11003, Subsection c(1) for an emergency planning district, the LEPC shall submit a copy of the plan to the State Emergency Response Commission of each state in which such district is located. The commission shall review the plan and make recommendations to the LEPC on revisions of the plan that may be necessary to ensure coordination of such plan with emergency response plans of other emergency planning districts. To the maximum extent practicable, such review shall not delay implementation of such plan.

## Michigan SARA Title III Program Off-Site Emergency Response Completion Sheet

This form is to be completed by the Local Emergency Planning Committee (LEPC) and attached to each plan.

LEPC Name	Date
-----------	------

Does this site contain a SARA Title III Section 302 (42 USC § 11002) Extremely Hazardous Substance (EHS)?

**Yes**    **No**

If **Yes**, please name the EHS(s):

Facility Name: \_\_\_\_\_

Physical Address of Facility: \_\_\_\_\_

Latitude and Longitude: \_\_\_\_\_

All plans **must** include or reference information to address each of the following topics:

Items 1 through 10 **must** be included in this document and not only referenced from another source.

Fire departments where information is located **must** be identified by name.

Check the appropriate box for each item listed below for the location of where the information may be found.

	Subject Areas to be Addressed	Fire Department (provide name of responsible department at right)	Found in EOP/EAG	Included in Hazmat Response Plan	Other: Specify EOP/EAG/Hazmat plan page number or fire department name
<b>1</b>	Identifies the facility emergency coordinator and emergency telephone numbers.	NA	NA	<input type="checkbox"/>	
<b>2</b>	Provides an inventory of extremely hazardous substances at the facility.	NA	NA	<input type="checkbox"/>	
<b>3</b>	Includes an inventory of other chemicals.	NA	NA	<input type="checkbox"/>	
<b>4</b>	Identifies route which extremely hazardous substances are transported to and/or from the facility.	NA	NA	<input type="checkbox"/>	
<b>5</b>	Describes the facilities procedures to be followed once a release has been detected.	NA	NA	<input type="checkbox"/>	
<b>6</b>	Includes procedures for a timely notification of a release by the owner/operator to the local emergency management coordinator and government agencies.	NA	NA	<input type="checkbox"/>	
<b>7</b>	Identifies the method used to determine the population likely to be affected by a release and identify the area affected.	NA	NA	<input type="checkbox"/>	
<b>8</b>	Identifies facilities with special populations, such as: hospitals, schools, and nursing homes, and identify facilities that may contribute to or are subject to additional risk due to their proximity to the facility.	NA	NA	NA	

Subject Areas to be Addressed	Fire Department (provide name of responsible department at right)	Found in EOP/EAG	Included in Hazmat Response Plan	Other: Specify EOP/EAG/Hazmat plan page number or fire department name
9 Identifies provisions for evacuation routes, including alternative routes out of the vulnerable zone if evacuation becomes necessary.	NA	NA	<input type="checkbox"/>	
10 Identifies the hazardous materials expertise and emergency response equipment of the FACILITY and identifies how the equipment is maintained.	NA	NA	<input type="checkbox"/>	
11 A statement or procedure on how Mutual Aid will be activated and/or the adjoining LEPC will be contacted if needed. Please include the responding LEPC or first responder's jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 A statement or procedure that describes how population protection decisions will be made and implemented for accidental chemical release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13 A statement or procedure that describes the community's medical response actions in the event of an accidental chemical release in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 A list of the known SARA Title III, Section 302 (42 USC 11002) HAZMAT sites in the LEPC's geographical area of jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15 A list of persons/organizations to contact for assistance (railroads, EGLE, DNR, Drain Commissioners, road commissions, airports, health departments, police/sheriff, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16 A description of the community's HAZMAT response procedures and equipment and who maintains the equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17 A description of the community's HAZMAT responder training schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18 A description of the community's exercise schedule for HAZMAT sites and the method(s) used for exercising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>RECOMMENDED ITEMS:</b> The following items are <b>NOT</b> required to be included. However, their inclusion is <b>highly</b> recommended.					
<b>Subject Areas to be Addressed</b>		<b>Fire Department (provide name of responsible department at right)</b>	<b>Found in EOP/EAG</b>	<b>Included in Hazmat Response Plan</b>	<b>Other: Specify EOP/EAG/Hazmat plan page number or fire department name</b>
<b>1</b>	Provides a facility location map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2</b>	Provides a site layout map indicating a chemical's physical location in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3</b>	Establishes access control procedures and maps the access control points and traffic rerouting within the vulnerable zone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4</b>	Provides contact names and phone numbers for populations of concern (schools, hospitals, shopping centers, factories).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5</b>	Identifies shelters in the event an evacuation is needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6</b>	Identifies where chemical specific toxicology information can be found.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	